



**14. MAJOR DUTIES AND RESPONSIBILITIES.**

1. Performs maintenance and repair on plumbing and gas appliances in all USG properties, as directed by Maintenance Supervisor and Facilities Manager. Tracks preventive maintenance schedules and general performance of equipment as required.
2. Assist FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs of all office and residential problems. Work is primarily based on completed work orders.
3. According to the maintenance supervisor's instructions, supports other areas of maintenance to repair appliances, perform basic carpentry, plumbing, masonry, painting, and refrigeration. Uses all hand and power tools of trades. May be called on to lift boxes, equipment or perform other types of manual labor to include furniture and appliance moves.
4. Serves as Duty Maintenance as required. This involves being on call for any maintenance problem outside of duty hours. Answers emergency calls that come from Facility Manager or the Maintenance Supervisor. 95%
5. Performs other related duties as required. Required to drive motor vehicles and forklift. 5%

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. Qualifications Required For Effective Performance**

a. Education:

High School Diploma required.

b. Prior Work Experience:

Five years of experience working as a plumber and/or with gas appliances required.

c. Post Entry Training:

N/A.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level I (Rudimentary knowledge) speaking/reading/writing English language is required. Level III (Good working knowledge) speaking/reading/writing Spanish language is required.

e. Job Knowledge:

Needs to know location of all offices, and be aware of what kind of systems serves each building. Also should be aware – in at least very general terms- of all agencies at post, and how they interact. Country/region: Incumbent needs to know what parts, equipment, brands, etc. is readily available in country and where. Must know local codes and requirements. Incumbent must have journeyman level skills and knowledge of plumbing and gas appliances. Familiarity with a wide range of appliance brands, and models. Excellent safety knowledge and sound understanding of tools and equipment used in plumbing and gas trades.

f. Skills and Abilities:

Must be able to assess independently how to install and/or repair all technical problems related to plumbing, pipe fitting and gas. Must be able to repair most any problem, or recommend a process to do so. Must defer to supervisor when a purchase is required. Also needs to be able to assess and repair problem with common household appliances, such as washing machines, dryers, dehumidifiers, etc. Must possess a valid Panamanian driver's license Type C, good driving record and at least five years as a licensed driver.

## **16. Position Elements**

a. Supervision Received:

Directly supervised by the FSN Supervisor and American FMS.

b. Supervision Exercised:

No formal direct supervision. May be required to oversee others who are not familiar with the incumbent's trade skills. May act as team leader on plumbing or gas-related projects.

c. Available Guidelines:

Post policy. Instructions from FSN Supervisors and American Facility Manager. Incumbent may be required to serve in any section in case of problems and he/she will be required to follow instructions from that section head as needed.

d. Exercise of Judgment:

Able to exercise proper judgment in use of all tools and materials. Must work in a safely manner and should be able to keep control of all the tools for all trades.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Will be required to enter American Employees homes and Embassy offices. Must be able to work with others in Facilities, American Officers and their dependents. Interact with workers and technicians of local contractors or vendors.

g. Time Expected to Reach Full Performance Level:

One year.